

Teacher's Guide for Using Kami with Google Classroom



Video: [Kami and Google Classroom workflow - https://www.youtube.com/watch?v=ow7xedCukmE&feature=youtu.be](https://www.youtube.com/watch?v=ow7xedCukmE&feature=youtu.be)

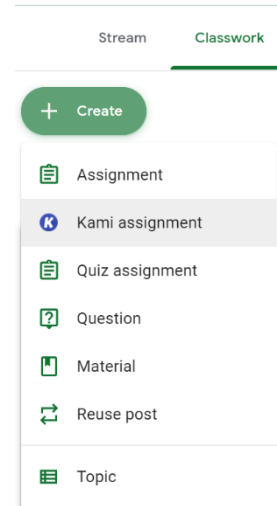
Here are ways Kami can assist you as a teacher:

- Kami can help you prepare your lessons
 - Kami has a number of tools to assist in making assignments more interactive.
- Kami allows you to send work and assignments to your students as a Google Classroom Assignment.
- Kami and Google Classroom allow teachers to check on how their students are progressing on their work in real-time. Teachers can provide feedback and encourage students as they work. Changes are made in real-time, which promotes a collaborative learning environment that teachers and students can benefit from.
- Kami allows students to easily turn in work with a built in Turn In button in the Kami app. Teachers can see who returned their work to the teacher through Google Classroom.
- When using Google Classroom, you can use the Kami tools to grade work and give feedback. Return the work to students and they can see their grades and feedback within Kami.

Some information in this Guide is from The Kami Handbook version 2.

1. Creating an Assignment Using Kami (Teachers)

- Go to **Google Classroom** > go to the **Classwork tab** > click **Create** > **Kami assignment**



- You can also choose **Create > Assignment**. Your students still should be able to open their **Assignment handouts** in **Kami** and use the **Kami tools**. However, you may not have access to **Kami tools** for grading.
- Create a Kami Assignment** as you would create an **Assignment** in **Google Classroom**. Complete all the necessary fields to create the **Kami Assignment**.

NOTE: You cannot create a **Draft** when choosing **Kami Assignment**; you must **Assign** the **Kami Assignment**. You also cannot create a new **Topic** from within a **Kami Assignment**; **Topics** should already be created.

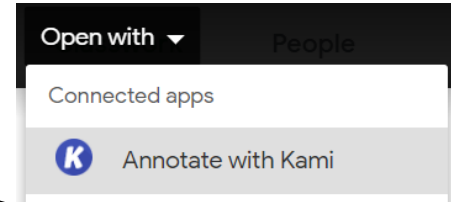
- Attach** a file to the **Assignment**. It is best to choose **Make a copy for each student**, so that each student can write on their own copy.
- Click **Assign** when you have completed composing the **Assignment**.

A screenshot of the 'Google Classroom Kami Assignment' creation form. At the top, there are filters for 'For Google Classroom Demo 2020', 'All Students', and 'Published', along with a 'Feature Restrictions' button. The 'Title' field contains 'Kami Test Assignment'. The 'Instructions (optional)' field contains the text: 'Open the attached worksheet in Kami and use the tools in Kami to complete the assignment. Turn in when done.' Below the instructions is a file attachment area showing 'Kami Assignment Worksheet' and 'Kami PDF' with a dropdown menu set to 'Make a copy for each student (recommended)'. At the bottom, there are fields for 'Points' (100), 'Due' (12:13 PM 29 Sep), 'Scheduled Time' (Now), and 'Topic' (Week of September). There are checkboxes for 'Send Kami instructions to students' (checked) and 'Add links to open with Kami (beta)'. A large blue 'Assign' button is at the bottom right.

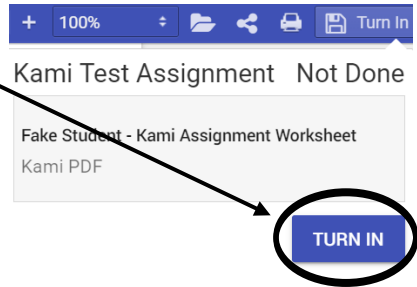
2. Completing Assignment (Students)

Video – Learning with Google Classroom and Kami – for Parents and Students - <https://www.youtube.com/watch?v=APtq2ZQiEvw&feature=youtu.be>

- Open **Google Classroom** > find the **Class** with the **Kami Assignment** from your list of **Classes**.
- Click the **Classwork tab** > open the **Assignment** you need to work on and open it.
- In the **Preview**, you will see **Open with** and a down arrow > click the down arrow > click **Annotate with Kami**
- **Kami** will open, and you can complete your work.
- When your work is done, click the blue **Turn In** button on the **Menu bar** at the top of the screen.

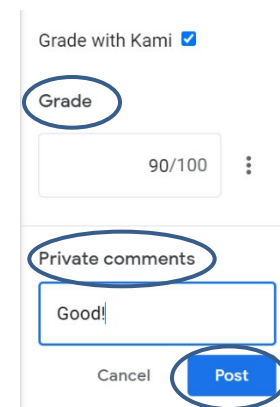


- Be sure to click the **Turn in** button **again** to **Turn in** your **Assignment**.
- **Important - Return** to your **Assignment** in **Google Classroom**. If you see a **Turn in** button on the **Assignment** in **Classroom**, click the **Turn In** button as you usually would to **Turn in** your **Assignment**.
- Your work is now submitted, and your teacher can look at it in **Google Classroom**.



3. Grading with Kami (Teachers) (If Desired)

- Go to **Google Classroom** > **Classwork tab** > find the **Assignments** that need grading.
- Find **Assignments** that have been **Turned in**.
- Click on a turned in **Assignment** > from the side panel, be sure that the box by **Grade with Kami** is checked. This should launch **Kami** within **Google Classroom**.
- Use **Kami tools** to grade the **Assignment**; type the **Grade** and **Private Comments** in the **side panel**. **Post** the score when done.
- Click the blue **Return** button to return the **Assignment** back to the student.



The Kami Menu Bar

Being familiar with the **Kami Menu bar** will help in navigating the app. Here is part of the **Menu bar**.



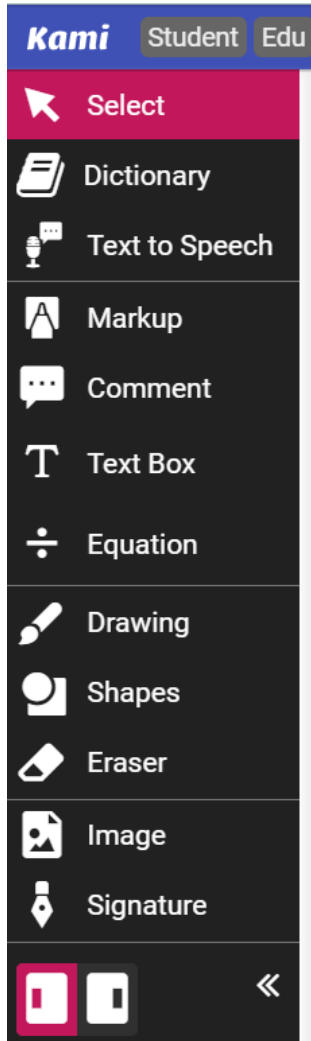
- **License type** – there are many types of Kami accounts; your account type is on the left side of the Menu bar.
- **Toggle sidebar** – click this icon and you will see thumbprints of every page in your file. You should also see where every annotation is located in the file.
- **Find Document** - this icon will help you locate words and phrases in your file.
- **File Name** – The name of your file is next to the Google Drive icon.



- **Zoom** – **Zoom in and out** of the file by clicking on the **Plus** or **Minus** symbol.
- **Open File** – click the **Folder** icon to open desired file(s).
- **Share File** – this icon allows you to share your file with other users. You can share with a direct link and control your **Share** settings.
- **Print** – click this icon to **Print** your file.
- **Save** – allows you to **upload** your file to **Google Drive**.
- **Download** – can **download** a file to your computer, flash drive, or to Google Drive.
- **Help** – links you to **Kami's Help** forum and knowledge base.
- **Menu** – leads you to additional features
- **User Profile** – leads you to your app **Settings**; **log out** of **Kami** through here.

Kami Toolbar

When you open a file that you will annotate, the **Kami toolbar** will appear on the left side of your screen.



- **Select tool** – lets you select text or annotations and move them to other parts of the file.
- **Dictionary tool** – provides an Oxford Dictionary definition of a word you click on.
- **Text to Speech tool** – highlights text and reads it aloud. Users can adjust the speed and voice.
- **Markup tool** – lets you annotate a file with a pen, marker, or highlighter. Users can customize color, strikethrough, and underline text.
- **Comment tool** – lets users highlight text and leave feedback as text, audio, and video. You can even screencast. **Speech to text** is available here.
- Students can **erase** as well as **insert text boxes, equations, shapes, and images.**